



EMPLOYMENT OPPORTUNITY
Management Analyst 3
\$3459.00 – \$4542.00 Range: 51

Recruitment # 1417-11 Opens: March 7, 2011 Closes: April 7, 2011

Job Summary

This recruitment is for a fulltime permanent position located in the Natural Resources Building in Olympia. Within the Licensing Division, as a member of a team of technical and business analysts, this position works with agency staff and managers, subject matter experts, and the contract vendor to identify, analyze, and support improvements to processes for the Department's automated licensing system (WILD) as well as other business practices associated with licensing activities. Principal activities include:

- Serving as a key point of contact for special hunt sale, submittals, drawings and raffles;
- Serving as an analyst-liaison between licensing, the game division, and the WILD system vendor;
- Leading teams of subject matter experts to analyze processes, determine requirements and implement new modules;
- Assisting end users in completing defect documentation, including business and fiscal impacts;
- Creating project plans, assigning tasks to team members and determining the utilization of experts from personal services contracts;
- Recommending implementation plans and prioritization within the overall project deliverables;
- Leading multi functional teams implementing system/process changes that cover both the commercial licensing system and recreation licensing system.

Typical hours are 8am to 5pm within a 40 hour week. This position is also on call for weekend work, as required. Duties require extensive sitting and working with a personal computer. This is a busy office setting that requires the ability to concentrate effectively in such an environment.

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE). As a condition of employment you must either join the union and pay union dues, or pay the Union a representational or other fee within 30 days of the date you are put into pay status.

Qualifications

This position requires a Bachelors Degree or higher with a relevant major such as Information Technology, Information Systems, Business, Business Administration or Computer Science. Degrees with other majors may also be accepted provided that coursework in information systems, computer science, or business demonstrates sufficient preparation in these areas.

Preferred applicants will have experience managing time driven projects, including managing team members or staff time and work products. At least 1 year of experience writing user, functional, or business requirements for translation to system specifications used by senior analysts or code developers is also preferred. Certification or formal training in Project Management is also a plus.

Key Competencies – the best qualified applicants will have education, training, or experience demonstrating:

1. Advanced Expertise in project management, process improvement, and performance-based management methodologies;
2. Working knowledge of systems development cycles (SDLC);
3. Proficiency in breaking large complex issues into component parts to establish a strategy and approach leading to recommended resolution;
4. Ability to lead teams with diverse interests through decision making to gain consensus and manage expectations;
5. Ability to create project plans & standard project documentation (i.e., project charters, decision documents, change history, etc) that gain buy-off from stakeholders and team members;
6. Ability to collect and report information from a wide variety of sources: people, interest groups, users, etc.

How to Apply

As part of the application process, submit on separate WORD document a description of how you meet each one of the key competencies (1-6) above. Provide a response for each competency separately. Specify your work experience, completed training, and other accomplishments that demonstrate that you have the competency. Be specific in describing with whom you worked, issues involved, and your role in the process. Include job titles, employers, and schools attended, as appropriate. If you have no experience or training relative to a particular competency, just write “NA.”

Send this description of how you meet the competencies along with a completed state job application and letter of interest to wdfwjjobs@dfw.wa.gov. If you have questions about this recruitment, you may contact Margaret Gordon, Recruitment Specialist at 360-902-2209.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.